



Falls City Oregon City Council Meeting

Monday, March 14, 2022 at 6:00 pm

Meeting Location

320 N Main St • Falls City, OR 97344

How to Attend and/or Participate

1. In Person: 320 N Main St. Falls City, OR 97344
2. Call-in: a. 1-253-215-8782 b. Meeting ID: TBD c. Passcode: TBD d. You will be muted but may “raise your hand” to indicate you wish to comment.
3. Web Application: Zoom Webinar <https://us06web.zoom.us/j/87874064319>
You will be muted but may “raise your hand” to indicate you wish to comment during Public Comments.
4. Write-In: Using regular mail or email. a. info@fallscityoregon.gov; 299 Mill St. Falls City, OR 97344

The City of Falls City does not discriminate in providing access to its programs, services, and activities on the basis of race, color, religion, ancestry, national origin, political affiliation, sex, age, marital status, physical or mental disability, or any other inappropriate reason prohibited by law or policy of the state or federal government. Should a person need special accommodations or interpretation services, contact the City at 503.787.3631 at least one working day prior to the need for services and every reasonable effort to accommodate the need will be made.

1. CALL TO ORDER & ROL CALL

Mayor TJ Bailey, Councilor Jennifer Drill, Council President Houghtaling, Councilor Martha Jirovec, Councilor Tony Meier, Councilor Dennis Sickles, Councilor Lori Jean Sickles

2. PLEDGE OF ALLEGIANCE

3. ANNOUNCEMENTS, APPOINTMENTS, APPRECIATIONS, & PROCLAMATIONS

a. Recognition

Attachments:

- **Anna Scharf Recognition** (Certificate_of_Appreciation_Anna_Scharf.pdf)

b. Appointments

Attachments:

- **Budget Officer** (SR-Budget_Officer_FY_20-21.pdf)

4. PUBLIC COMMENTS & LETTER COMMUNICATIONS

In order to encourage an environment of openness, courtesy and respect for differing points of view, please refrain from behavior that is disruptive to the meeting such as making loud noises, clapping, shouting, booing, or any other activity that disrupts the orderly conduct of the meeting. Abusive language will not be tolerated.

Please limit your commentary to (3) minutes or less.

5. PUBLIC HEARINGS

Public comment will be allowed in items appearing on the section of the agenda following a brief staff report representing the item and action requested.

6. CONSENT AGENDA

a. February 14, 2022 Minutes

Attachments:

- **February 14, 2022 Minutes** (2022.02.14_Council_Minutes.pdf)

b. Street Closure

Attachments:

- **Street Closure Form** (Thrive_Street_Closure.pdf)

7. REPORTS OR COMMENTS FROM MAYOR AND COUNCIL MEMBERS

- a. Mayor's Report**
- b. Councilor Comments**
- c. Park & Rec Committee Report**
- d. Public Works Committee Report**

Attachments:

- **Public Works Minutes** (Public_Works_Minutes-2-24-22.pdf)

e. Historic Landmark Committee Report

8. REPORTS FROM CITY MANAGER & STAFF

a. Falls City Fire Report

Attachments:

- **March Call Records** (FCFD_Call_records_3-2022.pdf)
- **Volunteer Activity** (FCFD_Volunteer_activity_mo_report_2-2022.pdf)

b. Polk County Sheriff's Report

c. Falls City Public Works Report

d. City Manager's Report

Attachments:

- **Manager's Report** (01_2022.3.14_Monthly_Manager_s_Report.pdf)
- **Attachment 1** (01_Les_Schwab_Check.pdf)
- **Attachment 2** (02_Les_Schwab_INVOICE.PDF)
- **Attachment 3** (03_Les_Schwab_Reimbure_Check.pdf)
- **Check Writing Protocol** (04_Check-Writing_Process_at_City_Hall.pdf)

9. GOOD OF THE ORDER

10. ADJOURN

Posted for Public at Frink's Hardware, City Hall Bulletin Board, Community Center, & Falls City Website

Contact: Jeremy Teal, City Recorder (jteal@fallscityoregon.gov 503.787.3631) | Agenda published on
03/10/2022 at 1:38 PM

Certificate of Appreciation

State Representative

Anna Scharf

With deep & sincere thanks for your invaluable contribution
in supporting Falls City's efforts in funding
their new Wastewater Treatment Facility.

Given this 14th day of March, 2022

Mayor TJ Bailey



STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: AJ FOSCOLI, CITY MANAGER
SUBJECT: APPOINT BUDGET OFFICER FOR FY 2022-2023
DATE: 3/10/2022

SUMMARY

State law requires the appointment of a Budget Officer to prepare or supervise the preparation of the budget document.

BACKGROUND

ORS 294.331 provides as follows:

The governing body of each municipal corporation shall, unless otherwise provided by county or city charter, designate one person to serve as budget officer. The budget officer, or the person or department designated by charter and acting as budget officer, shall prepare or supervise the preparation of the budget document. The budget officer shall act under the direction of the executive officer of the municipal corporation, or where no executive officer exists, under the direction of the governing body.

Additionally, Falls City Municipal Ordinance 31.01(D)(4) states:

The Duties of the City Manager shall be as follows...

...To prepare the annual budget for consideration by the Council and Budget Committee...

PREVIOUS COUNCIL ACTION

Council has traditionally appointed the City Manager as Budget Officer.

ALTERNATIVES/FINANCIAL IMPLICATIONS

None.

STAFF RECCOMENDATION

Appoint City Manager AJ Foscoli as Budget Officer for FY 2022-2023.

EXHIBIT

None.

PROPOSED MOTION

I move the City Council of the City of Falls City appoint City Manager, AJ Foscoli, as Budget Officer for FY 2022-2023.

These minutes are supplemented by electronic recordings of the meeting, which may be reviewed upon request to the City Recorder. Audio files of the Council meetings can be found at City Hall at 299 Mill Street.

FALLS CITY CITY COUNCIL

MONDAY, FEBRUARY 14, 2022

The Falls City City Council met in regular session on Monday, January 10, 2022 at 6:06 p.m. in the Community Center located at 320 N. Main Street.

Council Members Present:

Council President Amy Houghtaling, Councilor Jennifer Drill was absent, Councilor Martha Jirovec, Councilor Tony Meier arrived at 6:06 p.m., Councilor Dennis Sickles, Councilor Lori Jean Sickles

Staff Present:

Mayor TJ Bailey, City Manager AJ Foscoli, City Recorder Jeremy Teal

AGENDA

ACTION

Announcements, Appointments, Appreciations & Proclamations

There were none.

Public Comment

There were none.

Public Hearing

CDBG Closure

Mayor Bailey opened the public hearing at 6:05 p.m.

Staff Report:

Diana Cvitanovich gave a brief closure to the CDBG housing rehabilitation project. She noted the project helped 18 households and 55 people.

Comments from Council

There were none

Comments from Public

There were none.

Rebuttal

There were none.

Mayor Bailey closed the public hearing at 6:12 p.m.

Variance 2021-03: 111 N Main Street
Mayor Bailey opened the public hearing at 6:27 p.m.

Mr. Jenkins read the public hearing opening and the motion to hold the public meeting was moved by Councilor D Sickles and duly seconded by Councilor Meier and carried with a vote of 5-0.

Staff Report:

Mr. Jenkins gave his staff report regarding the variance 2021-03 regarding setback requirements. Locational standards.

Comments from Council

There were none

Comments from Public

There were none.

<p>Rebuttal</p> <p>Mayor Bailey closed the public hearing at 6:25 p.m.</p>	<p>There were none.</p> <p>It was moved by Councilor Houghtaling to adopt the findings in the staff report and approve Variance 21-03 with conditions. The motion was duly seconded by Councilor D Sickles and carried with a vote of 5-0.</p>
<p>Consent Agenda</p> <ul style="list-style-type: none"> a) January 10, 2022 Council Minutes b) Business License – Falls City Market 	<p>Mr. Foscoli gave a brief staff report regarding the business license for Falls City Market.</p> <p>It was moved by Councilor Houghtaling to approve the consent agenda as is. Councilor Meier duly seconded the motion and was carried by a vote of 5-0.</p>
<p>REPORTS OR COMMENTS FROM MAYOR AND COUNCIL MEMBERS</p> <ul style="list-style-type: none"> a) Mayor's Report b) Councilor Comments c) Parks & Rec Committee Report d) Public Works Committee Report e) Historic Landmark Committee Report 	<p>Mayor Bailey gave a brief report regarding the river's edge skate park. He noted a town hall would be held next month to discuss the project. He stated that Anna Scharf had been appointed as District Representative and wanted to get involved with Falls City and our wastewater facility project. He mentioned that she would like some written testimonials from citizens about the benefits of the wastewater treatment plant.</p> <p>Council President Houghtaling declared the last health fair would be Friday, February 18. She noted the health fair would be back in April, May and June.</p> <p>Councilor Jirovec stated there was a 5 million smoke filtration grant to help with new HVAC for forest fires. She noted that a volunteer day in April could coincide with the health fair.</p> <p>Councilor D Sickles stated the committee would meet in March.</p> <p>Councilor Meier noted the public works committee met but didn't have anything to discuss.</p> <p>There were none.</p>
<p>REPORTS FROM CITY MANAGER & STAFF</p> <ul style="list-style-type: none"> a) Falls City Fire Report 	<p>Council President Houghtaling stated she appreciated the SW Polk stats added into the monthly totals.</p>

	<p>Chief Young stated that the replacement of the brush truck with a new one could use new bond money. Councilor D Sickles noted that it was an operational and equipment bond.</p> <p>Chief Young mentioned there would be no more grants this year and the department would focus on the bond. He noted that the brush truck could be paid with the remaining bootleg fire money and some ARPA money to make the down payment. He stated the truck could be in service in a year and a half and the money wouldn't be needed for at least a year.</p> <p>Mr. Foscoli stated the brush truck was an eligible item for purchase with ARPA money.</p> <p>Councilor Meier suggested a 50/50 split on the fire truck, but noted it was a bad time to buy anything with the rate of Inflation. He mentioned he understood the fire position, but needed concentration on the whole city. He stated the Fire Department was over budget the last few years.</p> <p>Councilor Jirovec reiterated Councilor Meier's comment and confirmed that the Fire Department numbers stated their department went over budget. Chief Young noted he thought everything looked good. Councilor Jirovec declared that the Council needed the numbers in front of them before they could make a decision. She noted she was not against the truck, but numbers don't lie.</p> <p>Chief Young explained it was your town and your decision and if there was no truck that was fine.</p> <p>Mayor Bailey explained that everything possible for the city to run effectively. Safety effectiveness of protection was a huge thing for a city.</p> <p>Chief Young stated his one example to the Council, and there's many of them, the previous mayor, I think it was the previous mayor, wrote a check to Les Schwab from my budget for three-thousand some-odd dollars, with no invoice, no anything, to Les Schwab. Les Schwab asks me, why do we have three-thousand dollars from you guys? I said I have no clue. Came out of my budget.</p>
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<p>b) Polk County Sherriff Report</p> <p>c) Falls City Public Works Report</p> <p>d) City Manager</p>	<p>Councilor Jirovec suggested going over the numbers and see what the budget looks like and confirm with chief. She noted safety and community was important to everyone and to be supportive and respectful. She stated nothing was being taken off the table, but they just needed a better picture of fire budget for an informed decisions.</p> <p>Mr. Foscoli added that a general budget discussion needed to happen and some actual costs of truck and with extras added would help.</p> <p>Councilor D Sickles advised that the disconnect between the City and Fire Department needed to be fixed.</p> <p>Chief Young noted that taking out the grants and looking at the numbers you would see where the money goes. He stated he would be happy to work with the City Manager. He mentioned that Mr. Foscoli was a great manager, always honest and that he appreciated him.</p> <p>It was moved by Council President Houghtaling to have Councilor Jirovec and City Manager Foscoli work with Chief Young to figure out the budget. Councilor LJ Sickles duly seconded the motion and it carried with a vote of 5-0.</p> <p>Mayor Bailey stated it was an excellent opportunity to clean things up and work together.</p> <p>There were none.</p> <p>There were none.</p> <p>Mr. Foscoli gave a brief overview of his manager's report regarding the wastewater plant, code enforcement, and TextMyGov. He noted our utility billing system was very old and needed an upgrade. He mentioned the new system had a lot of very needed upgraded system features to help our community.</p> <p>It was moved by Council President Houghtaling to direct the City Manager to enter into an agreement with CUSI for an update of their Utility</p>
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	Billing System. The motion was duly seconded by Councilor Meier and carried with a vote of 5-0.
GOOD OF THE ORDER	<p>Mayor Bailey sincerely thanked the councilors for their hard work and diligence.</p> <p>Commissioner Gordon arrived at the meeting and gave rebuttal to Chief Young's statement regarding the check to Les Schwab as false. He noted City staff received the invoice, issued the check, and processed the refund, he never cut a check.</p>
ADJOURN	There being no further business the meeting was adjourned at 7:46 p.m.
<p>Read and approved this ____ day of _____ 2022.</p> <p style="text-align: right;">Mayor: _____</p> <p>ATTEST:</p> <p>City Recorder: _____</p>	



STREET CLOSURE REQUEST FORM

FALLS CITY MUNICIPAL CODE

Sections 91.02 and 91.03 of the Falls City Municipal Code govern street closures. City Council approval is required for all street closures not part of an emergency response, public works, or utility job.

Requirements:

1. Provide this form to City Hall for review no later than one week prior to the regular City Council Meeting preceding your requested closure.
2. Provide a non-refundable fee of \$25 per day the street will be closed.
3. Provide a certificate of liability insurance in an amount to be determined based on the nature of your event, but typically not less than \$1 million per occurrence, and \$2 million aggregate. The certificate of liability MUST name the City of Falls City as an additional insured.
4. Agree to maintain a clear passage for emergency vehicles.
5. Provide adequate sanitation facilities and evidence thereof to the city.

BASIC INFORMATION

Applicant Name: Falls City Thrives (Lynn Bailey)

Applicant Address: _____

Applicant Phone: 541 231 7355

Date(s) of Requested Closure: 5/21/22

Reason for Closure & Activity to be Conducted: Mental Health Fair & Street Dance

Description of the street area to be closed: N. M. Between Dayton & end of Clinic/Mtn Gospel property

Request Closure Starting: 6:45pm AM/PM PM Ending: 11:00 AM/PM PM

REPRESENTATIONS BY APPLICANT

LB Initials: It is my responsibility to ensure emergency vehicles have a clear passage and immediate access to and through the area approved for street closure.

LB Initials: It is my responsibility, and I agree to place and remove sufficient barricades and signs to ensure the safety of the area approved for street closure and all those within it.

The barricades I will use to block the street are described as follows: Caution Tape, Saw Horses, Lighting, signage

BZ Initials: I understand that if I require assistance to barricade or remove barricades to the streets, I will be charged for that service and agree to pay the costs enumerated in the City Fee Schedule.

BZ Initials: I understand that it is my responsibility to ensure the area approved for closure is free of all tangible materials that were not there prior to the closure (i.e. clean up after yourself).

By signing below, I agree to abide by all provisions of the Falls City Municipal Code and this application. I further agree to hold harmless and indemnify the City of Falls City, its Officers, Agents, and Assigns for any and all liability associated with the street closure herein and the event for which it was sought.

Applicant Signature BZ Date 2/25/22

INTERNAL USE ONLY

\$25/day Fee- Cash ☐ Check ☐; Date _____; Amount _____; Receipt # _____; Received by _____.

Fire Review

_____ Initial: I have reviewed the request and ☐ DO have concerns ☐ DO NOT have concerns.
Concern _____

Public Works Review

_____ Initial: I have reviewed the request and ☐ DO have concerns ☐ DO NOT have concerns.
Concern _____

City Manager Review

_____ Initial: I have reviewed the request and ☐ DO have concerns ☐ DO NOT have concerns.
Concern _____

City Council:

Vote Tally- Ayes _____ Nays _____ Abstain _____

Approved ☐ Yes ☐ No (approval effective on date of signature by Presiding Official)

Signature of Presiding Official _____ Date _____

City Staff:

Notification of Approval

☐ Falls City Fire

☐ Public Works

☐ City Manager

☐ Sheriff's Office

☐ Willamette Valley Communications (dispatch)

Name of Staff Completing Notifications _____ Date _____

City of Falls City
Public Works Committee Meeting
Thursday February 24, 2022 6:00PM
Meeting Location: 320 N. Main Street
Masks are Mandatory

Committee Members Present

Mike McConnell, Tony Meier, Cliff Lauder, Tracy Young, Gordon Hanson, Guy Mack

1) Call to Order

Chair McConnell called the meeting to order at 6:03 PM, took roll call.

2) Pledge of Allegiance

Chair McConnell led the Committee in the Pledge of Allegiance.

3) Motion to Adopt the entire Agenda

Member Meier moved and member Young seconded: **that we adopt the entire Agenda.** Motion carried 6-0-0 Ayes. Mike McConnell, Tracy Young, Cliff Lauder, Tony Meier, Gordon Hanson, Guy Mack.

4) Consent Agenda: Motion Action Approving Consent Agenda Items

Member Young moved and member Meier seconded: **that we approve Consent Agenda Item, PWC Minutes November 18, 2021.** Motion carried 4-0-0 Ayes. Mike McConnell, Cliff Lauder, Tracy Young, Tony Meier.

5) Public Comment

Member Hanson related an incident where a neighbor had built a fence over the lateral lines and tank and wondered how the property owner should remedy the situation. Member Meier stated that if and when needed to gain access to laterals or tank the City PWD would remove the fence if necessary,

6) New Business

A. Ordinance 420 Discussion

City Manager, AJ Foscoli, requested PWC to discuss options for the City when residents actions negatively impact the City's sewer system. The request was made due to a recent incident on a rental property where apparently the renters had sewage backup into the residence possibly due to a plugged line and took it upon themselves to rectify the situation by digging up the line from the house to the tank, in the process breaking the inlet cap and then allowing the effluent to flow onto the surrounding ground. No plugged line was reported to the City by said renters or property owner and was brought to the attention of the City by a neighbor. The City sent the PWD to the residence and discovered the dug up and broken line with effluent being discharged onto property. The City's PWD repaired the line, replaced the inlet cap, spread lime on discharged effluent and had the half filled tank pumped.

The PWC discussion found that this was in violation of Article VIII - Responsibility for Damage - Section 1 which states in part that "No unauthorized person shall maliciously, willfully, or negligently break, damage, destroy, uncover, deface or tamper with any structure, appurtenance, or equipment which is part of the public sewage works."

The PWC also determined that Article VIII - Section 2 - applied to this situation which states in part "At all times, all building sewer lines to any interceptor tanks and the maintenance of those lines belong to the private property owner and the maintenance of those lines belong to the private property owner and are the owner's responsibility and upkeep"

The PWC also determined that Article VIII - Section 3 - applied which states in part "If any damage to the interceptor tank, public treatment works of connecting lines is the result of a negligent or intentional act of any individual, that individual, shall be responsible for the cost of any and all repairs to the line."

With these three sections of Article VIII in mind the PWC determined that the City acted appropriately in rectifying a potential serious 'health hazard' to the community and to bill the private property owner for costs incurred.

The PWC also recommends that proper **Protocol** in these situation include:

1. The City upon notification of such incidents immediately contact the private property owners to determine if they is aware of the problem and if they (private property owners) want to proceed immediately to remedy it with a duly licensed plumbing contractor or have the City's PWD make repairs and be billed for PWD's time and expense.

2. If the property owner can not be reached or if they can not determine what action to take, the City should immediately proceed to have PWD rectify the problem to ensure "public health" and proper functioning of the waste water disposal system and to bill said private property owner for PWD's time and expense.

Member Hanson and member Mack recommended that Council/City Staff should review Ordinance 420 to clarify who is responsible when language is vague, i.e. Section 3 of Article VIII which states in part "...is the result of a negligent or intentional act of any individual, that individual or **private property owner**, shall be responsible for any and all repairs to the line." Language in bold be added to ordinance.

7) Old Business

8) Correspondence, Comments and Ex-Officio Report

Action Item 1 - PWC requests that City Clerk provide a separate copy of the previous months minutes so they can be signed by PWC Chair and a PWC member for the official file.

9) Committee Announcements

Next meeting to be held **Thursday March 24, 2022** at 6:00 pm, at the Community Center.

10) Adjourn

Member Mack moved and member Lauder seconded: **we adjourn**. Motion carried 5-0-0 Ayes. Mike McConnell, Tony Meier, Cliff Lauder, Gordon Hanson, Guy Mack Meeting adjourned at 7:01.

_____ Public Works Committee Chair McConnell

Attested: _____ Public Works Committee Member

Report of Fire Dept Calls for February 2022
For Council Packet, March 14th, 2022

	Medic Calls	Structure Fires	Chimney Fires	Grass Fires	Burn Co	Public Assist	MVA	SW Calls we assisted to	Totals
	8	0	1		0	1	0	0	10
Yrly Totals to Date	23	0	1	0	3	2	3	3 MVA 1 Burn Comp	32

Greetings all.

The Volunteers have been busy with fire and EMS training. We are currently working on getting more of our volunteers certified as Fire Fighter 1, as well as working with our two newest member recruits in their fire training, so that they can help on calls.

We have a few new EMR folks who just recently completed their classes, and waiting for state certifications. Generally they work with a more experienced medic as often as they get a chance on calls to help build their confidence levels and gain more valuable experience.

This month we also train on all of the required mandatory classes, such as Blood Borne Pathogens, Patient Confidentiality, Patient Rights, Fire fighter and medic responder's safety, Fire and Medical protocols and standing orders, Harassment in the work place, Legal documentations, Mandatory reporting, Bias and equality awareness, Radio operations, Driver safety, Equipment and vehicle maintenance, First Responder well being, Opioid overdose awareness and emergency treatment, and more. The officers share some of this training responsibility with each other. It keeps us all busy. :-)

We are still currently still working with some of our grants that we have earned, training new classes, replacing old worn out equipment and supplies. etc. The new Air Packs alone would have cost the City and tax payers roughly \$90,000.+ These air packs would have expired this year, which would have meant we could not legally fight fires in and around structures, car fires, hazardous fires, etc. We are very grateful for the grants that we have been fortunate to earn.

Thank you for your continued support for the fire department and volunteers. We appreciate all that you do for us, the community and the City! :-)

Sincerely,
The Volunteers of Falls City Fire and EMS
Submitted by
Sharon Volk Greve,
Assistant Chief
Cell (503) 871-5140

Falls City Fire Dept. Volunteer Activity Report February 2022

	Name	Rank/Cert	DPSST	Active "Yes" or "No"	
1	Albert, Lori (4-11)	Eng /EMT I	12941	Y	
2	Bishop, Julee' (2-07)	Sup.Prob F F/M	24016	Y	
3	Creekmore, Donna (8-18)	Chaplain		Y	
4	Creekmore, Jonathon G. 10-07	AC/EMR	24943	Y	
5	*Cushway, Mason (11-2019)	Junior (F/M)		Y	
6	Dunmire, Brody(5-20)	Prob FF		Y	
7	Jennifer, Drill (9-19)	Prob FF		Y	
8	Epperson, Jay (7-20) (1-14)	Cpt. EMR	14346	Y	
9	Frink, Kevin (12-22)	Prob FF	New	Y	
10	Gilbert, John (9-06)	BC/EMR	23390	Y	
11	Inman, Larry (5-19)	Prob FF/M	15572	Y	
12	Maxfield, Justin (2-22)	Prob FF	New	Y	
13	Richardson, Abbey (9-18)	ProbFF	38799	Y	
14	Schwarz, Hannah (7-20)	Prob. Junior		Y	
15	Schwarz, Staci (9-19)	Sup Prob/FF/M		Y	
16	Schwarz, Jeff (5-17)	Junior Prob FF/ M		Y	
17	Schwarz, Jon, Jr. (5-16) Adult 12-19	Prob FF	37498	Y	
18	Schwarz, Jon, Sr. (5-17)	Prob FF/M	37498	Y	
19	Smith, Paul (1-96)	BC /EMR	11555	Y	
20	Volk Greve, Sharon (2-96)	AC/EMT I	11590	Y	
21	Young, Robert (1-82)	Chief EMR	06608	Y	

Report submitted by Sharon Volk Greve, Assistant Chief, Falls City Fire and EMS Feb. 3rd, 2022

**** We have added two new members, and deleted 4 previous members, changing total number of volunteers. svg**



City of Falls City
299 Mill Street
Falls City, OR 97344
Ph 503.787.3631

City Manager's Report March 14, 2022

Introduction

In light of the horrific international events happening half a world away, it is difficult at times to rejoice in successes that pale in comparison to the tragedy that is unfolding in Europe. Nonetheless, we must do our part to ensure that our duties are dispatched to the best of our abilities to serve the great people of Falls City. In the past month, we've made much progress in our large projects, and have had almost no disruptions to our services, which is usually a common occurrence in winter. Our new workers are settling in and performing very well, and we will have the opportunity to meet our new code enforcement officer during the council meeting.

Wastewater Project – I have been continuing to attend the regular meetings with the multi-organizational team putting together the ultimate application for financing through USDA-RD. Our Preliminary Engineering Report (PER) funded by CDBG grant dollars for this project, is now in the intergovernmental review process. As mentioned previously, the 401 Water Quality Certification process with DEQ, the Wetland Delineation Report with the Army Corps of Engineers and the Department of State Lands Joint Application Permit are all in the final stages of completion, and the latest reports indicate there are no major findings that need further scrutiny.

In an earlier report, I had highlighted Falls City's application through our State Representative Anna Scharf for \$2.5 million in infrastructure funding support, and I am delighted to communicate that we have been approved! This substantial contribution to the project out of the state's ARPA funds will enable the project to continue to move forward.

In a related note, I will be scheduling a second presentation in front of the Polk County Board of Commissioners to formally request ARPA funding assistance for the wastewater treatment facility project in the next month. This second presentation to the Board, will focus on how the state's contribution to the project has enabled Falls City to continue to move forward and how the County's potential contribution will keep the project affordable for its residents.

Luckiamute Clinic Business Space – We are continuing to deal with the heating and electrical issues at this building. City Hall has had Northside Electric upgrade power connections to the building, and Custom Comfort Heating & Air have installed a heat pump and room units. The testing for this new system will occur on March 15, so I will have a further update on HVAC/electrical at the next council meeting.

Note: If you have questions/concerns, please respond to me individually by email, phone, or in person. This way we avoid violating any public meetings laws with a "reply all" response, or multiple councilors discussing on the same thread.

Code Enforcement & Municipal Court – The city of Dallas hired Russ Vandewettering, their new Code Enforcement officer, earlier this year and will be onboarding him in the next two months. We expect that he will be able to follow-up on the work that Mark Lapinskas had begun as of early April. Russ will attend an upcoming council meeting in order to introduce himself to the council.

Emergency Escape Routes out of Falls City – City staff, including the City Manager, Fire Chief and Deputy Fire Chief, met with Polk County’s Emergency Manager to discuss Falls City’s EOP (Emergency Operations Plan). The productive meeting was attended by Polk County’s Public Works Director, a Sheriff's Office representative (as they oversee evacuations), and the GIS Programmer/Analyst (oversees all digital mapping in Polk County) and focused on the potential escape routes based on the most likely emergency scenarios. In recent weeks, I have reached out to Polk County’s Communications Specialist to coordinate outreach to the public on emergency communications protocols. We will be following up with easy-reference maps, numbers & instructions to assist residents in being prepared for an evacuation.

TextMyGov Implementation – City staff has been working with TextMyGov to get the flyers and widgets embedded in our website to help people navigate how to use the texting download of FAQs, documents and event schedules. The Widget is now on our webpage.

CUSI Billing Software Implementation – City staff has been working with CUSI to get the updated software integrated with our website, as well as get the training needed to help customers use all of the new features available to them. The tentative schedule is to have the system upgraded by the next billing cycle.

City Facilities Damage Mitigation – We recently had an incident of intentional damage to one of the city’s wastewater lines, causing a spill out of raw sewage that the Public Works Department had to mitigate. Since this was the first incident of this nature under my tenure, I consulted with the Public Works committee regarding our current ordinances to deal with such an event. I wanted to thank the committee for their honest and careful consideration of this matter in helping me develop the proper response protocol to such events in the future.

Check Writing Protocol – At the last council meeting, Fire Chief Young incorrectly claimed that a check was written by a former mayor for an unnecessary purchase. We’ve reviewed our financial records and have ascertained that the check was countersigned by two registered signers, but since the purchase was incorrectly authorized to begin with, it was refunded. Please refer to the attached sheet highlighting how checks are created and printed to pay for transactions.

Sincerely,

A handwritten signature in blue ink, appearing to read "Afosuli".

Note: If you have questions/concerns, please respond to me individually by email, phone, or in person. This way we avoid violating any public meetings laws with a “reply all” response, or multiple councilors discussing on the same thread.


549909840
09/30/2020
000009253085979

This is a LEGAL COPY of your
check. You can use it the same way
you would use the original check.

000003138942
00009723
19448

000001582254064
[091000019] 09/18/2020

CASH ONLY IF ALL CheckLock™ SECURITY FEATURES LISTED ON BACK INDICATE NO TAMPERING OR COPYING

 **CITY OF FALLS CITY**
299 MILL STREET
FALLS CITY, OR 97344-9800
(503) 787-3631


U.S. BANK NATIONAL ASSOCIATION
LADD AND BUSH BRANCH
SALEM, OR 97309
24-22/1230

17799

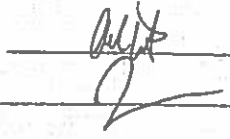
9/14/2020

PAY TO THE ORDER OF Les Schwab \$ 3,155.26

Three Thousand One Hundred Fifty-Five and 26/100 DOLLARS

 Les Schwab
121 Main Street
Dallas, OR 97338

MEMO Inv Quote - 21600426044



0017799 1:123000220:153600335506

0017799

1:123000220:153600335506

0000315526



121 Main St
Dallas, OR 97338
503-623-8155

Store: 216
Invoice: 21600434044
Salesperson: Michelle L P

Customer Information

Customer ID: 216-32373
Name: FALLS CITY
Address: 299 MILL ST
City, State, FALLS CITY, OR 97344-0160
Phone: (503) 787-3631

Vehicle Information

Vehicle:
Color:
Mileage:
License:

Les Schwab Invoice

Qty	Product Code	Product Description	Price/ea	FET	Amount
1	15542	A/R REIMBURSEMENT	\$3,155.26	\$0.00	\$3,155.26
					Parts Subtotal: \$3,155.26
					Labor Subtotal: \$0.00
					Sales Tax: \$0.00
					Tire Tax: \$0.00
					Invoice \$3,155.26

Payment Method: CUST CHG:Acc# 216-32373 Acc# 216-32373 **\$3,155.26**

THANK YOU FOR YOUR BUSINESS

ASSIGNMENT OF WARRANTIES - LIMITATION OF REMEDIES. SELLER ASSIGNS TO PURCHASER ALL RIGHTS AND REMEDIES UNDER MANUFACTURER EXPRESS AND IMPLIED WARRANTIES BUT OTHERWISE EXCLUDES ALL LIABILITY FOR WARRANTY DAMAGES. INCIDENTAL AND CONSEQUENTIAL DAMAGES OF ANY TYPE WHATSOEVER EXCLUDED TO EXTENT LAW ALLOWS. ALL CLAIMS AND RETURNED GOODS MUST BE ACCOMPANIED BY THIS INVOICE.

Customer Signature X

Customer Not Available: 6 - AR Account Correction



* indicates promotional price
For more information on our products and services, visit www.LesSchwab.com.
All parts new unless specified.

Invoice Date/Time: 10-30-2020 10:41 AM

Page 1 of 1

NOTES

RECEIPT

DATE

11/04/2020

NO.

893722

Page 1

RECEIVED FROM

Les Schwab Tire Center

ADDRESS

PO Box 5350

Band OR 9708-5350

\$3,155.26

FOR

Reimbursement for tire payment 02160043407

Chk # 216013531

ACCOUNT		HOW PAID	
AMT. OF ACCOUNT		CASH	
AMT. PAID		CHECK	✓
BALANCE DUE		MONEY ORDER	

BY

JW

©2001 REPFORM P 81808

Les Schwab Tire Centers
202641549 FALLS CITY216073531
11/02/2020

Date	Description	Orig Amt	Amt. Due	Discount	Amount
10/30/2020	Bill 02160043407	3,155.26			3,155.26
P					3,155.26

PLEASE DETACH AND RETAIN FOR YOUR RECORDS

Check-Writing Process at City Hall

1. When we receive an invoice, we first identify if it is a legitimate expenditure (we check whether it's a recurring expenditure, or a new one, and then we confirm what department it belongs to).
2. Once we have established that it's a legitimate expenditure, we then we go into Quickbooks to identify the correct funds from which to draw the money.
3. Once the money has been drawn (from the relevant funds), a physical check is printed.
4. The check is countersigned by the City Manager and the Mayor, unless one of them (or both) is/are unavailable, in which case 1 (or 2) council member(s) will sign the check.

(Individuals authorized to countersign Falls City checks must have registered their signatures with USBank, where our current checking account resides. All current Falls City members of the City Council are registered)